

## DUTY STATEMENT

<b>Class Title:</b> Research Scientist I (Social/Behavioral) **DRAFT**	<b>Position Number:</b> 809-175-8404-901
<b>Unit:</b> (Empty)	
<b>Section:</b> HIV/AIDS Case Registry Section	
<b>Branch:</b> HIV/AIDS Epidemiology	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Research Scientist I (Social/Behavioral) (RS I) is responsible for data management, statistical analysis, and research and evaluation activities associated with HIV name-based reporting and AIDS surveillance in California.

**Supervision Received:** Direct supervision from the Research Manager II, Chief of the HIV/AIDS Case Registry Section.

**Supervision Exercised:** None.

**Description of Duties:** The RS I conducts research projects of limited scope and complexity and serves as a team member on more complex research projects to understand the demographic, social, and behavioral factors that contribute to the HIV/AIDS epidemic in California. The RS I also conducts studies to evaluate the completeness and timeliness of the name-based HIV reporting system, to include descriptions of HIV reporting implementation practices at the state and local level and case ascertainment strategies and de-duplication efforts; develops estimates of the number of HIV cases lost to the system post-implementation; and develops prediction models for determining HIV reporting system maturity. The RS I also develops, organizes, and implements appropriate scientific research methodologies; uses standard principles, procedures, and techniques of the social/behavioral sciences; and is responsible for the data management of the HIV/AIDS Reporting System (HARS) database. The incumbent must be experienced with collecting, verifying, manipulating, exporting, graphing, and analyzing data through the use of statistical software programs (SPSS and/or SAS) and spreadsheets and/or database programs.

### Percent of Time

### Essential Functions

40%

Conducts evaluation studies of limited scope and complexity and/or works as a team member on the more complex evaluation studies to determine the completeness and timeliness of the name-based HIV reporting system; applies standard theoretical research and social behavioral science models to evaluation studies utilizing HARS data; uses quantitative and qualitative techniques to evaluate HIV reporting implementation practices and case ascertainment strategies at the state and local level; develops and applies appropriate statistical methodology to estimate the number of HIV cases lost to the system post-implementation; and develops statistical prediction models to estimate HIV reporting system maturity.

30%

Using statistical software packages such as SAS and SPSS, and spreadsheets such as Microsoft Excel, the RS I analyzes HIV and AIDS case reports and other HIV-related data to assess the current and future extent, distribution, and impact of HIV in various communities. The RS I applies appropriate statistical techniques to analyses of HIV-related data. The RS I

compiles, manipulates, processes, and statistically analyzes HIV/AIDS Reporting System (HARS) data; designs, develops, and prepares reports, tables, and graphs; provides data analyses for submission of Office of AIDS state, federal, and legislative reports; and responds to internal and external *ad hoc* data requests as necessary.

25%

Conducts research projects of limited scope and complexity and/or works as a team member on the more complex research studies to understand the demographic, social, and behavioral factors that contribute to the HIV/AIDS epidemic in California; applies standard theoretical research and social behavioral science models to research studies utilizing HARS data; coordinates with the HIV/AIDS Epidemiology Branch and other sections within the Office of AIDS (OA) to propose and prepare scientific and targeted research addressing the social and behavioral aspects of the HIV epidemic; and examines and analyzes HARS data and trends as needed to assist Office of AIDS staff in developing and drafting legislative proposals and/or bill analyses, grant proposals and/or applications, and Budget Change Concepts/Proposals.

Percent of Time

Marginal Functions

5%

Other duties as required.

Employee's signature	Date	Supervisor' signature	Date